

CITY MANAGER

EAU CLAIRE, WISCONSIN



The Community

The City of Eau Claire, Wisconsin (estimated 2018 pop. 68,802) is a vibrant regional center for education, business, services, and culture, serving western Wisconsin. Covering 34 square miles, Eau Claire is conveniently linked by air and the interstate system to major markets in the upper Midwest. Located along the I-94 corridor in western Wisconsin, Eau Claire is less than two hours away from Minneapolis/ St. Paul and just under three hours from Madison. Scheduled daily air service links Eau Claire with the Chicago O'Hare International Airport.

Eau Claire boasts strong retail outlets, state-of-the-art regional medical facilities, educational institutions, and high-tech manufacturing operations. Top employers in the area include the Mayo Clinic Health System, Nestle USA, Menards' corporate headquarters, and the University of Wisconsin-Eau Claire, consistently ranked one of the top public regional universities in the Midwest. Eau Claire's growing downtown area is a significant economic engine with approximately 600 businesses employing approximately 12,000 individuals. The City's low costs of living and housing coupled with its strong economic outlook position Eau Claire for continued growth.

Its picturesque setting on the banks of the Eau Claire and Chippewa Rivers is on full display among the City's many beautiful parks and trails, creating a 28-mile network for walking and cycling. Well-preserved historic neighborhoods add to the City's charm. Residents enjoy a wide variety of year-round sporting events, thanks to four distinct seasons. Swimming, biking, boating, golfing, hunting, fishing, skating, and cross-country skiing are just a few of the activities that attract visitors to the area.

Showcasing the new \$60 million Pablo Center at the Confluence, Eau Claire is also a cultural center with a rich and diverse array of arts, music, and entertainment events. The Blue Ox Music Festival, Country Jam, Eau Claire Festival, Jazz Fest, Music in the Park, and Tuesday Night Blues represent a sample of Eau Claire's lively music scene.



Top 3 Most Livable Small Cities in the U.S.
SmartAsset



Top 5 Best College Towns in the U.S.
schools.com



Top 5 Most Affordable Homes in the U.S.
lendedu



Top 100 Places To Live
Livability



All-America City and **Tree City USA**
National Civic League and The Arbor Day Foundation



We are a community on the rise. Our community created this video and website that captures Eau Claire's authentic can-do spirit.

<https://www.thinkeauclaire.com>





The Organization

Since 1949 the City of Eau Claire has operated under a Council-Manager form of government and is governed by an eleven-member City Council responsible for all legislative actions, determining community needs, establishing priorities and policies, adopting an annual budget, and hiring the City Manager. Five members are elected by district and five members and the Council President are elected at-large. All City Council members serve staggered three-year terms.

The City provides a full range of municipal services, including housing and economic development; parks and recreation; police and fire protection; street construction and infrastructure maintenance; public transit; water; sewer and storm water, and public library services. The City's Operating Budget and Capital Improvement Plan are updated and approved by Council annually. Council workshops and public hearings provide citizens with opportunities for public feedback on the Operating Budget and Capital Improvement Plan. Participatory budgeting gives citizens an opportunity to determine funding for some projects.

The 2020 City operating budget is \$133.7 million, including a General Fund of \$76.7 million, supported by a property tax levy of \$43.9 million. The 2020 budget authorizes 497.25 full-time equivalents (FTEs), excluding Library, City-County Health and CDBG-federally funded employees. Approximately 45 percent of the City's workforce is represented by bargaining units for police, fire, and transit employees.

Vision

Eau Claire is a vibrant city with exceptional quality of life and services.

Mission

It is our mission to assure the common good through services essential for a safe, sustainable, engaged and healthy community.

Our Strategic Values

We believe in making Eau Claire a great city.
We believe that local government is a stewardship.
We believe in sustainability.
We believe in equity.



The Position

The City Manager position is available because of the announced retirement of Dale Peters who has been with the City in various capacities for over 30 years. As the City's chief executive officer, the City Manager directs and carries out the goals, objectives, and directives established by the City Council and provides organizational leadership in equity, diversity, and inclusion. Eight department heads, the Information Services Manager, the City Clerk, and Executive Assistant report to the City Manager. The City Manager is appointed by and reports to the City Council.

Major responsibilities include:

- Works closely with the City Council to define and accomplish strategic goals and objectives.
- Supports and embodies values defined in the City's [Strategic Plan](#).
- Plans, coordinates, and directs the operation of City departments and programs and oversees the evaluation of service delivery, including shared service arrangements, to improve operational effectiveness.
- Submits policy proposals to the City Council and provides the governing body with facts, advice, and policy options for making decisions and setting community goals.
- Encourages cross-functional cooperation, learning, initiative, and collaboration among departments with support from the management team to develop leadership skills and retain talent.
- Oversees the budget development process and works with the City Council and department heads to allocate resources in accordance with City plans. Presents the City's annual operating budget to the City Council for approval.
- Meets with and advises the City Council on matters related to City operations, policies, and financial position, keeps elected officials apprised of emerging issues.
- Provides managerial oversight, direction, and leadership to City staff. Appoints, removes, promotes, transfers, disciplines, or suspends City employees (except police and fire personnel).
- Is accessible to the City Council, municipal officials, employees, community leadership, and members of the public.
- Engages in intergovernmental relations and collaborative partnerships with other cities and public and private organizations.
- Serves as a liaison between the City and civic groups; private residents; the media; local, state, and federal agencies; and neighborhood organizations.
- Directs and provides oversight for the development, administration, and maintenance of the City's physical facilities and assets.
- Abides by federal and state laws and City ordinances, exemplifies high ethical standards in keeping with the leadership responsibilities of the position.
- Represents the City in local, regional, and state meetings and functions as directed by the City Council.
- Coordinates with other governmental units, including county, state, and federal authorities, in matters related to future developments which affect the City.





Desired Capabilities

- Conveys a deep passion and enthusiasm for the City of Eau Claire in its entirety
- Provides visionary leadership that inspires, acts as a catalyst in the creation and execution of actionable plans
- Creative and forward-looking, recognizes the City's potential and inspires the organization to try new ideas
- Demonstrates a commitment to incorporating antiracist and equity frameworks into decision-making, policy implementation, community relations, and staff management
- Communicates and listens effectively, demonstrates compassion, and makes sure that people are heard and valued
- Interacts effectively with people from different cultural backgrounds, protected classes, and other aspects of human diversity
- Thinks strategically; takes the long view to ensure the continuous improvement and financial sustainability of City programs and services
- Builds a trusted relationship with the City Council; provides informational support and actively engages the City Council in policy decisions
- Navigates the political environment without being political
- Collaborates and builds partnerships to tackle complex issues, shares decision-making with others
- Engages and effectively taps the collective expertise of the senior management team
- Empowers employees and delegates clear expectations and accountabilities
- Values and interacts regularly with employees at all levels of the organization; readily acknowledges employee contributions and accomplishments
- Fair, confident, and self-assured, has the fortitude to make decisions that may not be popular

Leadership Opportunities

Organizational strategic alignment. From the City's structure and resource allocation to its culture and processes, the City Manager will work collaboratively to create opportunities that increase organizational alignment with the City's [Strategic Plan](#).

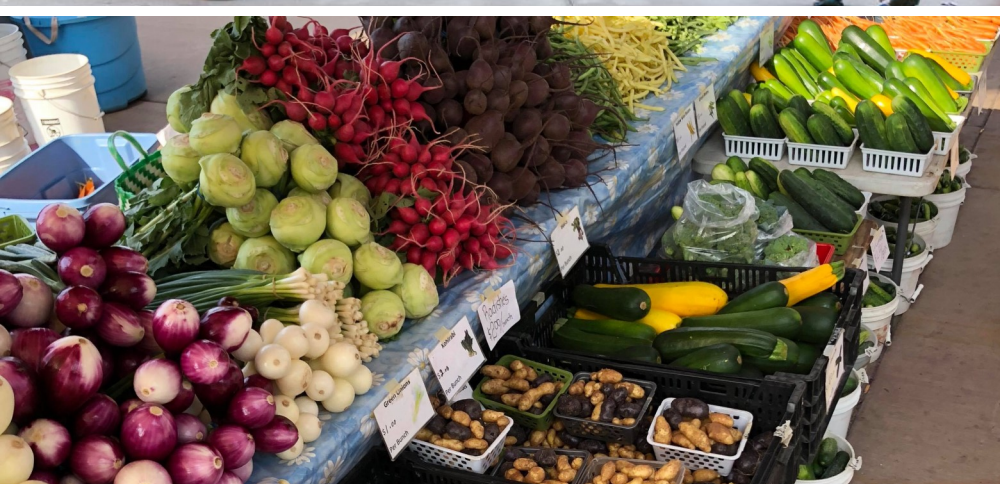
Fiscal health and transparency. Exercising prudent fiscal management, the City Manager will advise the City Council on the fiscal impacts of policy options and create an organizational climate that encourages continuous improvement to achieve greater operational effectiveness and efficiency. With attention to the City's long-term fiscal health, the City Manager will ensure that information on the City's financial performance is readily available to the public.

Budgeting. With input from elected officials and senior directors, the City Manager will develop and present a budget that addresses growing demands for services within state levy limits. The City Manager will also use participatory budgeting and other budget processes to align the budget with strategic goals and citizen needs.

Civic engagement. The City Manager will incorporate opportunities in the City's public processes for outreach with all segments of the community. In collaboration with others, the City Manager will work with community, business, and faith-based organizations and citizens to address community-wide issues such as anti-racism efforts, housing, homelessness, and economic prosperity.

Economic development and job creation. As a regional center, Eau Claire is well-positioned to attract economic growth and create jobs with livable wages. The City Manager will promote community development and the continuation of downtown revitalization projects.

Sustainability. The City Manager will take a broad view of sustainability from both a community economic and environmental perspective. Working towards a goal of 100 percent renewable energy by 2050, the City Manager will encourage new programs and innovative practices in managing the City's infrastructure.



Qualifications and Experience

Qualified candidates must have a Bachelor's degree in public or business administration or a related field; a Master's degree is strongly preferred, and demonstrate extensive responsible local government management experience as a City Manager, Assistant City Manager, Department Director or an equivalent position in a comparable organization. ICMA-Credentialed Public Manager designation is a plus. The ideal candidate must demonstrate a record of successful leadership in executing strategic goals, managing organizational performance, transparent communications, prudent financial management, building effective community partnerships, engaging citizens, and incorporating an equity, diversity and inclusion framework into policy-making and implementation, community relations, and staff management.



Compensation and Benefits

Compensation for the City Manager position will be up to \$175,000 commensurate with the qualifications and experience of the successful candidate. The City offers competitive benefits and participates in the Wisconsin Retirement System. Reasonable relocation expenses are negotiable.



Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2670>

This position is open until filled; first review of resumes occurs on August 28, 2020. Following this date, applications will be screened against criteria outlined in this brochure. For more information or to request accommodations, please contact Sharon Klumpp at sharon.klumpp@bakertilly.com or 651-223-3053.

For more information about Eau Claire, visit: <https://www.eauclairewi.gov/>

The City of Eau Claire is an Equal Opportunity Employer. We promote excellence through diversity and encourage all qualified applicants to apply.



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bakertilly.com